

EXECUTIVE DIRECTOR

Job Description

I. Title: Executive Director

II. Vision: The Charles Simeon Trust has this aim: to promote the growth of the gospel of Jesus Christ throughout the world by training an emerging generation of Biblical expositors. The Executive Director shall be given specifically to the raising up of “proclaimers of the gospel of our Lord Jesus Christ.”

III. Purpose: Carry out the initiatives and vision of the Charles Simeon Trust (CST).

IV. Authority:

- May sign with the Secretary or any other officer of the Corporation documents and deeds of the Corporation including bonds, contracts, mortgages within those regulations established by the Bylaws of the Charles Simeon Trust.
- The Executive Director shall be an ex officio voting member of the Board.

V. Principal Responsibilities:

A. Primary

- (a) Execute the vision of the CST.
- (b) Secure the financial capital necessary for the long-term initiatives of the Corporation.
- (c) Shall supervise and be principally responsible for the day-to-day administrative management of the Corporation, and shall work closely with the Chairman to ensure that all corporate functions are adequately carried out.

B. Specific Board Duties and Responsibilities as outlined in the Bylaws

- (a) Carry out all policies established by the Board.
- (b) Prepare an annual budget showing expected revenue and expenditures as required by the Board.
- (c) Select, employ, train, control and discharge all other employees of the Corporation.
- (d) Attend all meetings of the Board and Committees of the Board.
- (e) Supervise the business affairs to ensure that funds are collected and obligations are paid out in a timely and advantageous fashion.
- (f) Prepare and present to the Board regular reports reflecting the effectuation of the goals and ministry of the Corporation.

C. Gospel Initiatives Funding

- (a) Consult with Board and carry out the plan to raise funds as necessary as well as establish endowments for long-term funding.
- (b) Travel as necessary to carry out the development plan.
- (c) Execute all details of development strategy; protect Board’s time.
- (d) Manage development cycle.
- (e) Establish policies to protect the pastors from the dangers of money.
- (f) Manage the Corporation’s assets in consultation with the Board and treasurer.

D. General

- (a) Implement the Corporation’s plans for Workshops, the Simeon Model and the Simeon Course.
- (b) Secure office space that will be the 25-year center for CST training, administration, and initiatives.



- (c) Oversee the coordination of scholarship and insurance packages for Simeon Model participants.
- (d) Supervise CST employees and give direction to the Director of Ministries in the supervision of employees that he oversees.
- (e) Prepare presentations for meetings of the Board as called.
- (f) Oversee real estate acquisitions, budget, furnishings, buildings and grounds.

E. Preaching Workshops

- (a) Oversee regionalization of workshops.
- (b) Oversee all communication and implementation of workshops.

F. Simeon Model and Simeon Course

- (a) Implement the Trust's plans for Simeon Model.
- (b) Work on transferable concept development.
- (c) Initiate the development of materials for the Simeon Model.
- (d) Equip local models.
- (e) Initiate the development of materials for the Simeon Model.
- (f) Oversee the coordination of scholarship and insurance packages for Simeon Model participants.
- (g) Oversee the coordination of the Simeon Course on Biblical Exposition.

G. Simeon House and/or Residential Training (long term)

- Establish Phase I: a single Residential Research Library, and:
 - (a) Recruit one scholar, three visiting pastors, and small group of students
 - (b) Secure one scholar and one residence in Hyde Park
 - (c) Purchase initial world class biblical library for residence
 - (d) Remodel residence for library and residential training
 - (e) Establish board of reference
 - (f) Establish positive relationship with the University of Chicago and Cluster Seminaries
- Lay Groundwork for Phase II: a single Residential Research Library with multiple residence.
 - (a) Recruit multiple scholars and multiple residences.
 - (b) Secure various residences
 - (c) Connect scholarly journal to community
 - (d) Establish separate board of directors for Simeon House
 - (e) Attract scholars and pastors who are on Sabbatical

H. Simeon House (general)

- (a) Oversee the Simeon House scholars.
- (b) Oversee the processing of applications for scholar desks.
- (c) Coordinate the remodeling, furnishing and on-site facility upgrade of Simeon House.
- (d) Assist in ongoing, on-site technology upgrades.

I. Resources

- (a) Work with board on resource and imprint development.
- (b) Continue to author and produce church resources as opportunities arise. Promote recent publications.

VI. Qualifications:

- agreement with the Corporation's doctrinal statement (see Article III of Bylaws)
- master's degree or equivalent experience in relevant field
- three to five years of relevant experience (preferred, not required)



- proficiency in office software (operating system, productivity software, email, etc.)
- proficiency in web/print design and implementation
- strong organizational and management skills
- strong oral and written communication skills
- ability to work with others or independently
- ability to follow through on tasks
- demonstrated character as outlined in 1 Timothy 3 and Titus 1
- demonstrated commitment to the vision of the CST
- demonstrated ability in development and fund raising